The Employer Nomination Scheme (ENS) allows Australian employers to sponsor employees who are foreign nationals for a permanent visa to work in Australia.

The process for obtaining a visa under the Employer Nomination Scheme is summarised below.

<table>
<thead>
<tr>
<th>Who</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer</td>
<td>• Nominates the position(s) that they wish to fill</td>
</tr>
<tr>
<td></td>
<td>• Finds a suitable employee who is willing to work for them in Australia.</td>
</tr>
<tr>
<td>Employee</td>
<td>• Accepts the offer of employment from the nominating employer</td>
</tr>
<tr>
<td></td>
<td>• Applies for a visa and meets any conditions on their visa (once approved).</td>
</tr>
</tbody>
</table>

**Employee**

An employee is a foreign national who:

- meets the age, skill and language requirements
- has an employer that is willing to sponsor them for this visa.

**Employer**

An employer is an Australian business that is seeking to fill a vacancy for an eligible position.

**Eligible position**

An eligible position must meet the following requirements:

- be full-time, ongoing and available for at least three years
- provide working conditions that are no less favourable than provided for under the relevant Australian legislation and awards
- be a highly skilled occupation that is on the Employer Nomination Scheme Occupation List (ENSOL).
  See: [Skilled Occupation Lists](#) (formerly known as Form 1121i)
- meet the minimum salary level for ENS.
  See: [Employer Nomination Scheme - Occupations, Locations, Salaries and Relevant Assessing Authorities - June 2010](#)
Validity periods

The validity period of the nomination approval is six months. This visa is permanent.

Please find attached an information sheet provided by the Department of Immigration on Visa applications. More information is also available from Department of Immigration and Citizenship Website.


Actions for the University:

1) Make offer of employment to successful candidates
2) Submit Employer nomination under the Employer Nomination Scheme Form 785.

Action for the new Employee:

1) Accept the University’s offer of employment
2) Provide your HR Consultant with the relevant information for them to submit the Form 785 (i.e. Advise details of date of birth, country of birth and citizenship of all individuals that should be included in the nomination form).
3) Advise of any exemptions that may need to be included in the employer nomination (i.e. Age, skill or language).
5) Contact your nearest Diplomatic Mission to apply for your visa immediately after you receive a copy of the sponsorship approval.
6) Submit a copy of the Employer Nomination approval with the Visa application. Your visa application will need to be lodged at the same departmental Business Centre as your nomination was lodged, even if you are outside Australia. The Visa Charges need to paid when the visa application is submitted.

Notes:

Due to the timeframes that we experience in receiving approval of Employer Nominations and subsequent Visa approvals, the University suggests you allow at least six months for this process to be undertaken. Please carefully consider resigning from your current employer or undertaking any other actions before these approvals are received.

For further assistance on the University process, please contact the HR Consultant outlined in your offer of employment letter.